Reconciling SDADMS72 and 75 Reports with Student Rosters

This document is intended to provide information and guidance for those who must be certain that all eligible students are listed as intended on the Student Detail Average Daily Membership System 72 and 75 reports that are available to registered users in the school level download area of the Student Detail Data Interchange accessible at https://www.ade.az.gov/CommonLogon/Login

Overview

To ensure proper funding for student memberships, it is necessary for Local Educational Agencies (LEAs) to be certain that the SDADMS75 report lists complete and accurate information for all students who are believed to be eligible for membership funding.

In order for a student membership to be listed accurately on the 75 report, certain student information must be listed appropriately on the SDADMS72 report at the time that ADE runs the aggregation process that creates or updates the 75 report. There are several reasons why a student's membership may be listed on the 72 report, but not on the 75. This document is intended to provide information to help those who must reconcile the data found on their own student rosters with the SDADMS72 and 75 reports that are generated by ADE. It explains why student information may appear on a school roster, but not on a 72, and why a student may be listed on a 72, but not on a 75.

For more detailed information regarding the SDADMS72 and 75 reports, please see *Understanding the SDADMS72 Report* and *Understanding the SDADMS75 Report* which are available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star/

The SDADMS72

The 72 report is a compilation of the raw data that effects Average Daily Membership (ADM) and Average Daily Attendance (ADA) calculations for each student in a particular grade level within a school. In order to be eligible for funding, the membership for a student who attends, or has attended the school during the current school year, must first be listed completely and accurately on the SDADMS72 report. This report must also indicate that the student has not failed in integrity processing for ADM.

Reasons that may explain why a student is not listed as expected on the SDADMS72 report

- A transaction adding an enrollment for the missing student has not been successfully processed in SAIS.

- The last transaction to successfully process in SAIS, deleted the enrollment for the missing student.

- The student has been successfully enrolled as a member of the school in SAIS, but due to a data entry error, is listed under a funded district of residence, grade level or register ID other than what had been intended.

The SDADMS75

The 75 report displays the result of the most recent aggregation for ADM and ADA for each student in a particular grade level within a school by reporting period. The 75 is updated only after aggregation processing has been completed and therefore may not include the results of recent transactions.

Reasons that may explain why a student is listed on the SDADMS72 report, but is not included on the SDADMS75 report

- The missing student was not a member of the school during the first or second reporting period.
  1st Period - 40th Day, includes days 1-40
  2nd Period - 100th Day, includes days 41-100

- The transaction to add an enrollment for the missing student was successfully processed in SAIS after the last aggregation date. Keep in mind that the 72 displays current, raw data while the 75 is only updated as the result of the most recent aggregation.

- A transaction was submitted with data indicating that the state is not responsible for funding the membership for the missing student. Only memberships that exist with Tuition Payer code {1} are eligible for funding and therefore listed on the 75. Tuition Payer codes {2} *(privately paid)* and {3} *(foreign exchange)* indicate that the state is not responsible for funding a particular membership. Assuming students submitted with Tuition Payer codes {2} and {3} pass integrity processing for ADM, their names will be listed on the SDADMS76 Funding Exclusion Report.

- The missing student's records failed during integrity processing for ADM. Students who have failed during integrity processing are ineligible for membership funding and are therefore excluded from the related aggregation process. Most often, resolving integrity issues requires that corrections are submitted to and successfully processed in SAIS. Occasionally, integrity issues have been raised due to SAIS internal processing errors. In such cases, ADE must take action to resolve the issue.

- The missing student is a preschool student without disabilities. Only preschool students with disabilities are eligible for membership funding. Until an appropriate special education service participation transaction has been submitted and successfully processed in SAIS, the student will not be eligible for membership funding and will be excluded from the SDADMS75.

- Certain circumstances relating to validation of enrollments that exist concurrently between a charter and public non-charter school may cause all or part of a student's membership period to be omitted from the 75. For example, if information in SAIS shows that a student is concurrently enrolled full time in both a charter school and in a non-charter school from September 1 through September 10, and the charter school has validated this enrollment information while the non-charter school has not, the concurrent portion of the student's membership period for the non-charter school will be omitted from the 75 report.

- The missing student has reached his/her 22nd birthday. Students are eligible for funding until the last day of their 21st year. Depending on the timing of a student's date of birth in relation to the 40th and 100th day of instruction, this may mean that the student is omitted from the 75 entirely or is listed with the day before his/her 22nd birthday as the last day of membership.

Other situations to consider

- No students will appear on the 75 report before aggregation has been processed for the first time each school year. Unless an LEA makes a specific request for an early aggregation, the 75 report will be blank until the first time ADE runs aggregation following the date on which every calendar track within the LEA passes the 40th day of instruction plus 12 ADE business days.

Notes:

1. *Aggregation for students on four and five day calendar tracks in school districts that operate preschool programs for students with disabilities on a three day calendar track will not be delayed. In such cases, aggregation will be processed the first time ADE runs aggregation following the date on which the last non-three day calendar track passes the 40th day of instruction plus 12 ADE business days.*

2. *The same rules that apply to the initial aggregation for 40th day apply to 100th day aggregation. This means that ADE will not aggregate for 100th day until all appropriate calendar tracks pass the 100th day of instruction plus 12 ADE business days.*

- The 75 may be blank, or appear to be incomplete, if an attempt is made to access the report while the aggregation operation is in process.

- Students may appear on the 75, but in a place other than what is expected because:

   ◊ *A transaction was submitted that indicates the funding for the membership goes to an LEA other than the one the student attends. If all other submitted information is appropriate, and passes integrity processing, such students *will* be listed on the 75, but under the CTD (County, Type, District) number of an entity other than your own.

   ◊ *A student expected to appear in a particular grade level or in a particular register may be listed in another grade or register. This would occur if the grade level or register was reported inaccurately or if a transaction intended to transfer the student from one grade or register to another failed to process as intended in SAIS.

*In each of these cases, the student would be listed as reported by the LEA on the SDADMS72. Careful inspection of the 72 report will help users to avoid the scenarios listed above.